Members Present: Bill Bell, Pam Bender, Dan Bollock, Carla Briggs, Jessica Evans, Mark Fields, Marla Funk, Melissa Geiger, Carrie Hanson, Laurie Hitze, Heather Holley, Jennifer Kawlewski, Laurie Kender, Amy Kirchgressner, Mark Lester, Kristen Miller, Dave Montgomery, Wendy Mouser, Jaylene Nichols, Brandi Plantenga, Jake Seay, Jason Shepherd, Kay Shepherd, Mia Starr, Rendi Tharp, Brock Turner

Members Absent: Jacque Carroll

Guests: Abby Nickel, Writer/Communication Specialist for Marketing and Media

1:30 pm
Item #1 – Meeting Call to Order & Adoption of Agenda
Chair Brock Turner called the meeting to order at 1:33 pm.

Brock asked for corrections and/or additions to the agenda. Brock stated that he has two additional announcements to add under Item #4 – Announcements. A motion to adopt the agenda with the addition of two announcements was made by Brandi Plantenga and seconded by Mark Lester. Motion carried.

Item #2 – Approval of August 2021 Minutes
Chair asked for any corrections or additions to the minutes; hearing none, the minutes are approved as written.

Item #3– University Officers’ Reports
Mr. Bill Bell, Vice President for Human Resources

Protect Purdue:
Fall surveillance testing on campus began on August 23 with the return of students. Roughly 50% of unvaccinated students, faculty and staff are tested each week. Once an individual has received their vaccine and they have upload documented proof, they will be removed from weekly testing within two weeks. Purdue pays, during work hours. Concerns regarding testing procedures or other concerns should be reported to Protect Purdue.

Failure to comply with presenting to surveillance testing can result in progressive discipline:
Students
1. Conduct warning
2. Probated suspension
3. Suspension
Staff
1. Written warning and present to testing
2. Final written warning and exclusion from campus
3. Termination
Faculty
1. Written warning
2. Final written warning and exclusion from campus
3. Unpaid leave

Staff incentives were delivered last week. 50 prizes were awarded to staff with some presentations made by MaPSAC and CSSAC leadership.
Open Enrollment:
- Begins October 26 and runs through November 9.
- Weekly Healthy Boiler emails have begun. These mailings will cover open enrollment, medical plan options, and other pertinent information.
- Annual benefits statement will be mailed to your home within the next week or so. More holistic look at all Purdue benefits.

Item #4 – Announcements
- Reminder that all subcommittee chairs and university committee representatives should submit their written reports to Carrie Hanson by noon Thursday prior to the full meeting so that they may be included with the agenda
- Sent communication to reply with contact info and supervisor email (for appreciation)
- Annie Staggs has resigned from CSSAC, Mark Fields has been appointed to fill that vacancy.
- Roll Call – favorite subject in high school

Item #5 – Discussion/Questions of Subcommittee Submitted Reports
Executive
- Sent many communications, orientation.
- Goals: create a smooth transition for on-boarding new members
- Update operational procedures
- Be supportive to subcommittee leaders
- Build upon shared governance (University Senate)
- Continuation of CSSAC-driven professional development program

Communication
- Met 9/2.
- Improve/increase use of videos to communicate with staff
- Share information with our committee to put on social media sites
- New member – excited!

Professional Development
- First meeting today
- Following last year’s timeline
- Meet with MaPSAC to discuss community spirit award

Purdue Employees Activity Program
- Chicago trip is on – pending new guidance from Purdue
- Exploration Acres – trying to get a discount
- Small business Saturday – Qualtrics survey, please complete it
- Please send any recommendations for PEAP activities to Melissa Geiger

University Relations
- Meeting this afternoon
- Review goals
- Presentations to talk about CSSAC
- Work well with other subcommittees

Item #6 – Discussion/Questions of Regional and University Committees Submitted Reports
Purdue University Fort Wayne
- First meeting next week – 4 members
- Updating nomination form to make it easier to apply

Purdue University Northwest
- Lot of moves for staff between buildings
- Were down to 5 members, now up to 9! Marla

Big Ten Collaboration Staff Advocacy
- Turner/Holley
Item #7 – Unfinished Business
COVID 19
Operational Procedures

Item #8 – Area updates, Items of interest, Bridge submissions
Brock stated to the new members that this item on the agenda is for bringing up any items that you may receive from co-workers and colleagues. The full group can have discussion and decide how to proceed. Let people in your area know that you are a member of CSSAC.

Item #9 – New Business
None

2:30 pm
Item #10– Call for Adjournment
With there being no further business, Brandi Plantenga motioned to adjourn the meeting and was seconded by Amy Kirchgessner.

Minutes by: Carrie Hanson, Resource Member